EXHIBIT O

Wes Landers <landew00.wl@gmail.com>

Sent:

Wednesday, February 19, 2020 7:37 AM

To: Subject: Wes Landers
[EXTERNAL] Today

*** This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security. ***

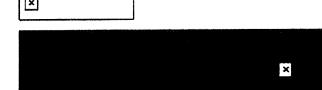
Thanks...Wes

Begin forwarded message:

From: "Centurion (TA) via DocuSign" <dse_na2@docusign.net>

Date: February 18, 2020 at 4:40:06 PM CST
To: Wesley Landers < landew00.wl@gmail.com >

Subject: Welcome Aboard, Wesley Landers - March 12, 2020 Reply-To: "Centurion (TA)" <tarca@mhm-services.com>



Centurion (TA) sent you a document to review and sign.

REVIEW DOCUMENTS

Centurion (TA)

tarca@mhm-services.com

Congratulations on your offer of employment. We are excited to have you join our team. This email contains important instructions pertaining to your employment. As part

of the onboarding experience, you are responsible for reviewing, completing and signing specific documents as part of the hiring process. This portion of the process needs to be completed within seven (7) days from receipt of this email.

Step One: DocuSign

To complete this step, you will need to:

- 1. Click on the "Review Documents" button to get started
- 2. Complete, sign and submit each document as instructed

StepTwo: Onboarding

In addition, you will receive an email from YourCenturion@ultimatesoftware.com which has an important link to additional hiring paperwork that can only be submitted through our online HR system. This includes, but not limited to the direct deposit form, tax forms and other personal disclosures. We ask you to complete this prior to, or no later than your first day at work. Please do not delete this email.

Step Three: Benefits

Lastly, to review the comprehensive health benefit packages, if applicable, please click on the following link https://mhm-services.box.com/v/19CenturionBenefits which will redirect you to the employee benefit package information. This can be downloaded and printed should you choose. You will not be able to enroll in benefits until after your first day of employment and then you will have 31 days from your date of hire to make your elections in the online system. If you have any questions regarding health benefits, contact the Benefits Department by phone at (800) 416-3649 or by email at benefits@teamcenturion.com.

We appreciate your immediate attention to ensure your onboarding experience goes smoothly. If you have any questions or issues completing this process, please contact the HR Administration team at HRInbox@teamcenturion.com.

It is our hope that you will find this new opportunity challenging and rewarding. On behalf of the over 6,500 employees across the country, welcome aboard.

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If you need to modify the document or have questions about the details in the document, please reach out to the sender by emailing them directly.

If you are having trouble signing the document, please visit the <u>Help with Signing</u> page on our <u>Support Center</u>.

Download the DocuSign App

This message was sent to you by Centurion (TA) who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

Wes Landers landew00.wl@gmail.com

Sent:

Tuesday, February 25, 2020 1:57 PM

To:

Wes Landers

Subject:

[EXTERNAL] Coffee county

Attachments:

Notary Form for Employment Eligibility Verification.pdf

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Thanks...Wes

Begin forwarded message:

From: "Wells, Jeff" <jwells@TeamCenturion.com>
Date: February 25, 2020 at 12:23:01 PM CST

To: "landew00.wl@gmail.com" <landew00.wl@gmail.com>

Subject: FW: Wes Landers

Here it is

Jeffrey S. Wells, MBA Regional Vice President



1593 Spring Hill Road, Ste 600 Vienna, VA 22182 Direct: 614-209-6209 jwells@teamcenturion.com | CenturionManagedCare.com

From: Tyrrell, Jennifer <jtyrrell@TeamCenturion.com>

Sent: Monday, February 24, 2020 1:35 PM
To: Wells, Jeff < jwells@TeamCenturion.com>

Subject: RE: Wes Landers

Yes. If he is going to be in TN and not in GA on his first day, the Brenda will not be able to hire him into the system. We can do it from Corporate, but will need this document completed and returned to us prior. Do you want me to send it to him or would you like to do that?

From: Wells, Jeff < <u>iwells@TeamCenturion.com</u>>
Sent: Monday, February 24, 2020 1:33 PM

To: Tyrrell, Jennifer < ityrrell@TeamCenturion.com>

Subject: RE: Wes Landers

I must have missed something.

Notary form?

Jeff

Jeffrey S. Wells, MBA Regional Vice President



1593 Spring Hill Road, Ste 600 Vienna, VA 22182 Direct: 614-209-6209 jwells@teamcenturion.com | CenturionManagedCare.com

From: Tyrrell, Jennifer < ityrrell@TeamCenturion.com>

Sent: Monday, February 24, 2020 1:29 PM

To: Wells, Jeff < <u>iwells@TeamCenturion.com</u>>; Henderson, Brenda < <u>bhenderson@TeamCenturion.com</u>>

Subject: RE: Wes Landers

My apologies. Yes, 3/1/2020 is when he can be hired into the system as long as I have the notary form back from him prior. Can either of you assist?

From: Wells, Jeff < <u>iwells@TeamCenturion.com</u>>
Sent: Monday, February 24, 2020 1:24 PM

To: Tyrrell, Jennifer < ityrrell@TeamCenturion.com >; Henderson, Brenda

<bhenderson@TeamCenturion.com>

Subject: RE: Wes Landers

l entered 03/01/2020

Please advise

Jeff

Jeffrey S. Wells, MBA Regional Vice President



1593 Spring Hill Road, Ste 600 Vienna, VA 22182 Direct: 614-209-6209 <u>jwells@teamcenturion.com</u> | CenturionManagedCare.com

From: Tyrrell, Jennifer < ityrrell@TeamCenturion.com>

Sent: Monday, February 24, 2020 1:18 PM

To: Wells, Jeff < jwells@TeamCenturion.com>; Henderson, Brenda bhenderson@TeamCenturion.com>

Subject: RE: Wes Landers

Hi-

Based on the OLRF, Wes Landers start date is 3/12/2020. He won't be in the system until his first day. If he will be in TN and not in GA on his first day, then it would be best for me to send him the Notary Form for him to get back to us. She won't be able to see him since he will be part of the GA contract.

Does this help?

Jennifer Tyrrell, M.S., SHRM-SCP Senior Director, Human Resources



1593 Spring Hill Road, Suite 600 Vienna, VA 22182 Direct: 703-245-9040

Fax: 571-577-6007

ityrrell@teamcenturion.com | CenturionManagedCare.com

From: Wells, Jeff < <u>iwells@TeamCenturion.com</u>>
Sent: Monday, February 24, 2020 12:52 PM

To: Henderson, Brenda < bhenderson@TeamCenturion.com >; Tyrrell, Jennifer

<ityrrell@TeamCenturion.com>
Subject: RE: Wes Landers

Jenn

Can you assist here.

I have asked Brenda to assist in onboarding of Wes Landers, VPO in Georgia.

Please review the below email.

Thank you

Jeff

Jeffrey S. Wells, MBA



1593 Spring Hill Road, Ste 600 Vienna, VA 22182 Direct: 614-209-6209 jwells@teamcenturion.com | CenturionManagedCare.com

From: Henderson, Brenda < bhenderson@TeamCenturion.com >

Sent: Monday, February 24, 2020 12:50 PM
To: Wells, Jeff < iwells@TeamCenturion.com >

Subject: RE: Wes Landers

Do you know if they have issued him an employee id? I cannot pull him in Ultipro and I don't know if it is because he is not TN or they have not on boarded him. If you find out please let me know and I will get all ordered for him asap. Thanks

Brenda Henderson

Executive Administrative Assistant



53 Century Blvd. Ste #150 Nashville, TN. 37214 Direct: 615-200-1070 Cell: 615-714-9923 Fax: 615-884-3011

BHenderson@teamcenturion.com | CenturionManagedCare.com

From: Wells, Jeff < <u>iwells@TeamCenturion.com</u>>
Sent: Monday, February 24, 2020 11:42 AM

To: Henderson, Brenda < bhenderson@TeamCenturion.com >

Subject: FW: Wes Landers

Here you go

Jeffrey S. Wells, MBA Regional Vice President



1593 Spring Hill Road, Ste 600 Vienna, VA 22182 Direct: 614-209-6209 jwells@teamcenturion.com | CenturionManagedCare com From: Wells, Jeff < <u>iwells@TeamCenturion.com</u>>
Sent: Monday, February 17, 2020 5:05 PM
To: HR Inbox < <u>hrinbox@TeamCenturion.com</u>>

Subject: Fwd: Wes Landers

Please confirm your receipt.

Please direct all questions to me.

Thank you

Jeff

Jeffrey S. Wells, MBA Regional Vice President



1593 Spring Hill Road Vienna, VA 22182 Direct: 614-209-6209

jwells@teamcenturion.com | CenturionManagedCare.com

Begin forwarded message:

From: "Davis, JoAnn" < idavis@TeamCenturion.com>
To: "Wells, Jeff" < iwells@TeamCenturion.com>

Cc: "Wheeler, Steven" < swheeler@TeamCenturion.com>

Subject: FW: Wes Landers

Hi Jeff,
On behalf of Steve, please find the approved OLRF for further processing thanks!

From: Wheeler, Steven < swheeler@TeamCenturion.com>

Sent: Thursday, February 13, 2020 3:01 PM
To: Davis, JoAnn < <u>jdavis@TeamCenturion.com</u>>

Subject: Fwd: Wes Landers

Steve

Begin forwarded message:

From: "Wells, Jeff" < iwells@TeamCenturion.com > Date: February 13, 2020 at 2:53:31 PM EST

To: "Wheeler, Steven" < swheeler@TeamCenturion.com > Subject: Wes Landers

Steve

Please indicate your approval and I will send forward to HR.

Thank you

Jeff

Jeffrey S. Wells, MBA Regional Vice President

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Wes Landers <landew00.wl@gmail.com>

Sent:

Thursday, February 27, 2020 7:40 AM

To: Subject: Wes Landers
[EXTERNAL] Info

Attachments:

mime-attachment; 2013 Employee Handbook 5 9 13_3.pdf

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Thanks...Wes

Begin forwarded message:

From: YourCenturion < YourCenturion@UltimateSoftware.com>

Date: February 26, 2020 at 4:33:55 PM CST

To: landew00.wl@gmail.com
Subject: Welcome to Centurion!

Dear Wesley Landers,

We look forward to you joining the Centurion team. We recognize our company's success is a direct reflection of our employees and appreciate the dedication of our healthcare professionals all over the country. For your contribution, thank you in advance.

In order to hire you into our HR system, you need to follow the steps outlined in this email to ensure your onboarding is correctly processed by Human Resources. This process needs to be completed as soon as possible. Any delays will result in a delay in your first pay.

Once you enter the site, you will be prompted to create a password. Please document your password as you will be required to electronically sign your new hire forms online using this password.

CLICK HERE to complete your electronic Onboarding forms.

If you have any questions or need assistance, you can contact the HR Systems and Administration team any of the following ways:

Email: HRInbox@TeamCenturion.com

Phone: 703-749-4600 Fax: 703-245-9026

Finally, we have attached a copy of our company Employee Handbook. It highlights the values, principles and policies we hold as the foundation of our company. You will be asked to confirm you have received and read the Handbook.

Welcome aboard. We are excited to have you on our team.

Technical Requirements:

To access the portal, you will need to use Internet Explorer, version 9.0, 10.0, or 11.0 in compatibility mode (the system, unfortunately, is not yet compatible with MAC computers). For compatibility mode in Internet Explorer 11 go to settings, Click on Compatibility View settings, and then add Ultipro.com to the compatibility view. You will also need Adobe Reader 4.0 or higher. Links to download Explorer and Adobe are available below. It is also helpful to disable pop-up blockers.

Click here to download Internet Explorer Click here to download Adobe Reader You can also use Mozilla Firefox 40 or Google Chrome 44.

Wes Landers landew00.wl@gmail.com

Sent:

Thursday, February 27, 2020 10:43 AM

To:

Wes Landers

Attachments:

2020 New Hire Benefits Packet - Centurion.pdf

https://public.boxcloud.com/d/1/b1!MvPHOmTX81JNaeCoeA8lcl2HeLuwinWTxjJkn-HKXx54-

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Thanks...Wes